



Rutherford County, Tennessee

# Application for Employment

We appreciate your interest in employment with Rutherford County Government. The County provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status or any other classification protected by law. Please take a few moments to complete this application in your own handwriting, in ink.

## PERSONAL DATA:

Date: \_\_\_\_\_

Name (Last, First, Middle): \_\_\_\_\_ SS#: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you a U.S. citizen, or do you have the legal right to employment in the U.S.? ☐ Yes ☐ No

Are you 18 years of age or older? ☐ Yes ☐ No

Overtime will be necessary on occasion, are you willing to work overtime? ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation? ☐ Yes ☐ No

If you answer yes to any of the following, please explain below.

Have you ever worked for Rutherford County Government? ☐ Yes ☐ No

Have you ever been discharged or asked to resign from employment? ☐ Yes ☐ No

Have you ever been convicted of a felony or misdemeanor crime? ☐ Yes ☐ No

*(Please note that conviction includes plea, verdict, or finding of guilt regardless of whether you were sentenced by a court.)*

Are criminal charges, felony or misdemeanor, pending against you? ☐ Yes ☐ No

## EDUCATION: please submit all certificates and/or diplomas/transcripts with application

School Name	Address	Major	G.P.A.	Circle Years Completed	Degree Received
High School				Freshman Sophomore Junior Senior	
Trade School				1 2	
Junior College				1 2	
College/University				Freshman Sophomore Junior Senior	
Graduate School				1 2	

**PROFESSIONAL REFERENCES:** Please list three (3) persons who are not related to you and who have knowledge of your qualifications for the position(s) for which you are applying. Please note they may be contacted.

Name	Employed By	Phone	Occupation	Years Known

**EMPLOYMENT HISTORY:** List below present and past employment, beginning with your most recent.

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Job Title: Part Time or Full Time: Describe the work you did:						
Supervisor:							
Phone:							

May we contact this employer? ☐ Yes ☐ No

If not, why? \_\_\_\_\_

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Job Title: Part Time or Full Time: Describe the work you did:						
Supervisor:							
Phone:							

May we contact this employer? ☐ Yes ☐ No

If not, why? \_\_\_\_\_

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Job Title: Part Time or Full Time: Describe the work you did:						
Supervisor:							
Phone:							

May we contact this employer? ☐ Yes ☐ No

If not, why? \_\_\_\_\_

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason for Leaving
	Mo.	Yr.	Mo.	Yr.			
	Job Title: Part Time or Full Time: Describe the work you did:						
Supervisor:							
Phone:							

May we contact this employer? ☐ Yes ☐ No

If not, why? \_\_\_\_\_

List any additional knowledge or skills you have that qualify you for the position desired: (computer skills, certifications, licenses, foreign language, job related training, professional memberships, etc.)

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Explain your qualifications for the position desired, why you would be successful in the position and the goals you are pursuing:

If offered employment, when could you begin working for Rutherford County? \_\_\_\_\_

**EMERGENCY CONTACT:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further considerations for employment and may be considered justification for dismissal if discovered at a later date.

I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references or others whom I have indicated may be contacted. I understand that because I am applying for a County position that my application becomes part of public record and may be viewed upon request.

Applicants if offered employment will be subject to screening requirements including but not limited to drug screening, background check, physical, motor vehicle record check, reference check, written testing, criminal records check, and fingerprinting. I hereby authorize the County to conduct all employment inquiries and tests as described to be conducted either pre or post employment. I release the County and all providers of information from any liability arising out of the gathering and use of such information. I understand that screening may impact employment.

I understand that if offered a position with the County that it may be conditional upon passing a physical and psychological exam.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please attach highest degree diploma or equivalency or transcripts, relevant training certificates, resume, demographic form, three (3) reference letters and TN Career Center Readiness certificates (if applicable).

If not submitting electronically please mail, fax or deliver completed application along with necessary attachments to:

**Rutherford County Human Resources**  
**303 N. Church Street**  
**Suite 200**  
**Murfreesboro, TN 37130**  
**or**  
**Fax to (615) 907-5699**

For questions concerning this application, please contact the Human Resources office at (615) 494-4480.